

Idaho Transportation Department

Title VI Annual Report

For Local Public Agencies

This reporting format is to be used for reporting Title VI activities of Local Public Agencies (LPA). LPAs that receive funds in excess of \$250,000 can generally expect to undergo an on-site review process in addition to submitting an Annual Report.

1. Report any changes in the organizational structure since the last reporting period.
Example: New Title VI Coordinator, new planning or public works directors, etc.
 - Report should identify the changes in the racial/gender composition of those persons involved in the transportation decision making, including planning and advisory staff.
 - If no changes have been made, indicate that accordingly.
2. Using the most current data available (through US Census or Idaho census data) describe the population demographics within your jurisdiction.
 - Describe any required Title VI activities and /or studies conducted that provided data relative to minority persons, neighborhoods, income levels, physical environment, and travel habits.
 - How was the information utilized or Title VI provisions and requirements applied in each study or activity?
3. List any public outreach activities during the reporting period such as:
Public announcements and/or communications for meetings, hearings, project notices.
Include the following:
 - How were special language needs assessed? List the special language needs assessments conducted.
 - What outreach efforts did you utilize to ensure that minority, women, low-income, and Limited English Proficiency (LEP) population groups were provided equal opportunity to participate in those outreach activities. (Examples: provided written materials in other languages, met with local social services agencies, advertised in a minority publication).
 - List the special language services provided – note the professional language service provided including the name of the service, date provided, number of persons served, and any other relevant information.
4. List all the transportation related contracts, (federal and others), that were executed during the reporting period. (Include construction, consultant agreements for planning, design, engineering, environmental, research, maintenance, etc.)
 - Include dollar value of each
 - Other than advertising in your local legal publication, what outreach was made to the DBE/MBE/WBE firms that a contracting opportunity existed within your agency?
 - Identify the DBE/MBE/WBE contracts that were awarded and their dollar amount.
 - Is there a Title VI Non-Discrimination statement included in all contracts and public notices?
 - How did your organization ensure that minority, women and disadvantaged firms were provided equal opportunity to participate in the contracting arena?

5. Summarize any transportation projects that identify potential impacts to minority and/or low income Environmental Justice (EJ) populations i.e. impacts such as displacements, increased noise, bisecting neighborhoods, et al). Note the following:
 - How impacts were minimized/mitigated.
 - Include a statement, if applicable, on projects that specifically benefit community cohesion such as: adding sidewalks, improving access to properties that improve access for EJ populations.
6. If right of way has been acquired for a transportation project, please describe:
 - Identify the number of minority, low-income, elderly and disabled persons affected.
 - The efforts that were made to address LEP issues (including use of translators, outreach efforts for each reported activity).
 - Describe any concerns raised by minorities or women regarding appraisals, negotiations, relocation assistance and payments. What actions were taken to resolve those issues?
7. List and describe any Title VI related complaints, as a result of transportation activities and projects. Include:
What was the allegation or concern?
 - Procedures used.
 - Action taken
 - Resolution

This document has been prepared by:

Karen Sparkman, EEO Manager
Idaho Transportation Department
PO Box 7129
Boise ID 83707-1129
208-334-8852 – Office
208-484-4912 – Cell
karen.sparkman@itd.idaho.gov